



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

☐

Update

☐

Formal Review

**Date Submitted** \_\_\_\_\_

---

***SECTION I - Identification***

---

**Working Title:**

Transportation Planner  
(Planner Series)

**Department:**

Transportation

**Job Code Number:**

193535

**Division & Bureau:**

Rail, Transit & Planning Division  
Multimodal Planning Bureau

**Job Code Title:**

Transportation Planner

**Section & Unit:**

Rail, Air Quality and Studies Section

**Pay Band: 5**

**Work Address:**

2960 Prospect Avenue  
Helena, MT 59601

**Position Number: 26065**

**Phone:**

☐

FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

**Profile Completed By:** Doug McBroom

**Work Phone:**

***Work Unit Mission Statement or Functional Description:***

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality, and sensitivity to the environment.

The principal goals of the Rail, Transit and Planning Division are to develop and implement a long-range multimodal construction program that addresses Montana's most important statewide transportation needs and to support the development and safety of Montana's multimodal transportation system. These dual goals are addressed through the complex interaction and interrelationship of the Data and Statistics, Planning & Policy Analysis, Highway Traffic Safety, Environmental, and Multimodal Programs Bureaus, as well as the Project Analysis Unit.

The Multimodal Planning Bureau develops and implements the programs, processes, systems and planning products necessary to make informed policy and programming decisions in cooperation with the public, representatives of stakeholder groups, and local, tribal, federal, and state elected and

appointed officials. Bureau responsibilities include state rail, highway and urban planning and program administration; the statewide multimodal transportation planning process; air quality; tourism, economic development, trade corridor, and freight planning and programs; transportation demand management programs; and the development of special studies and research products such as reports requested by the legislature.

The Rail, Air Quality and Studies Section has the responsibility for managing the CMAQ funded programs include the MACI Discretionary and Guaranteed programs; coordinating Division activities related to mobile source National Ambient Air Quality Standards issues, including planning and programming conformity for PM10, CO and PM2.5; managing rail planning activities; administering the Local Rail Freight Assistance program, providing administrative and technical support for the Rail Service Competition Council; coordinating MDT's economic analysis and liaison activities; assisting in the development and implementation of the Division's public involvement processes; tracking and reporting on legislative and hearings of interest to the Division; managing public stakeholder surveys for MDT's long range plan (TranPlan 21); managing the Department's Federal Discretionary grant programs and other multimodal program activities.

---

***Describe the Job's Overall Purpose:***

Incumbent is responsible for development and management of data analysis and support of systems for the Rail, Air Quality and Studies Section, and analysis and management of a variety of transportation issues and programs involving federal-aid and state funding, planning studies, inter-agency coordination, and program development and documentation. This position reports to the Rail, Air Quality and Studies Section Supervisor (position number 26006).

---

<b><i>SECTION II - Major Duties or Responsibilities</i></b>	<b><i>% of Time</i></b>
---	-------------------------

---

**Planner II – Band 5 Level 1**

<b>A.     <u>Research and Analysis</u></b>	<b><u>60%</u></b>
--	-------------------

1. Assembles and compiles data from a number of resources and performs various analyses: Manages data inputs for components of economic or travel demand model.s program and assists with data collection for special projects. Responsible for collecting, formatting and reporting on data elements relating to pre-NEPA corridor studies planning or transportation studies.
2. Collects targeted Specific data sets: Provides quality control through analysis and review of data from initial collection all the way through to report preparation. Data sets include Economic projections, freight, air quality, demographics, socio-economic, traffic, rail and other multimodal datasets. Manages the data collected, understands transportation planning concepts and provides technical support.
3. Accesses traffic, roadway and GIS data from numerous MDT sources. Participates in quality control efforts to ensure that this data meets the needs of the section – as well as the Rail, Transit and Planning Division.
4. Reviews draft documents for data accuracy, ensures data is presented in clear and concise manner for public review, assists in development of transportation plans such as community

safety plans, corridor studies and other transportation plans develops web sites for public communication.

5. Performs ongoing process or project tracking for transportation studies like corridor studies, safety audits and planning studies. Tracks the Engineering/Construction projects implemented as a result of recommendations from these studies
6. Manages low risk planning projects or processes. These include grant applications, tracking, research's federal and state policies and regulations, and maintaining a database on federal earmarks.
7. Develops draft contract amendments for review. These include amendments for MOU's with private, local and county entities.

**B. Transportation Planning Services 35%**

1. Coordinates surveys with internal and external stakeholders, maintains survey elements, and coordinates meetings with supervisor and bureau chief on content, selection and delivery.
2. Coordinates with external stake holders with grants, special projects and plans conducted within the bureau and section.
3. Provides additional assistance with special projects activities as directed by the Section supervisor.
4. Provides Technical support for committee meetings and external meetings.
5. Initiates external communications in support of activities, studies, and grants monitored in the section.

**C. Other Duties As Assigned 5%**

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator.

**Planner III – Band 5 Level 2**

To be eligible for Planner III, the employee/applicant must possess the following minimum competencies, education and experience, and must be able perform all Planner II duties and responsibilities described in this job profile.

**A. Transportation Planning Services 65%**

1. Assess corridor requests for applicability and compliance of state and federal statutes: Oversees data analysis for past transportation planning studies such as corridor studies and assist with data collection for new studies. Responsible for planning, developing, documenting managing and updating the data, processes and procedures necessary to perform corridor study analysis
2. Conducts quality control and reasonableness checks of data. Develops and prepares annual report of projects conducted as a result of an MDT initiated transportation planning study. This

will include the cost associated with the project, the locations, what portion of the planning study was addressed with the study, and a GIS representation of the projects.

3. Manages repetitive and reoccurring planning process or cycles (grant applications) Regularly reviews opportunities for grants such as TIGER grants, EDA disaster grants, and other discretionary grants. This includes working with internal and external stakeholders, preparing the grant applications and providing any additional information that is requested.
4. Develops original documents for signature: These will include MOUs, MOAs, and Contracts for grants, planning studies, or other documents as needed.
5. Manages low risk planning projects and special studies.

**B. Research and Analysis 35%**

1. Develop research or processes: This includes research for Rail, Air Quality, Economics and other special projects. Will act as lead in research projects, which include using appropriate research methods, developing a literature review, conducting the research, writing and editing the final report.
2. Maintains datasets for web based GIS layers for the section. Works with the data and statistics bureau to develop the layers, and to ensure the data is accessible for special projects and other needs of the section and the bureau.
3. Participates in review of research materials including research projects for the division, economics, rail, air quality and special studies assigned by the section supervisor.
4. Provides additional assistance with rail, air quality and studies activities as directed by the section supervisor.

**C. Other Duties As Assigned 5%**

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator.

---

***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reason the job exists:

Duty A: Research and Analysis  
Duty B: Transportation Planning Services  
Duty C: Other Duties As Assigned

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Light lifting (less than 10 lbs.)

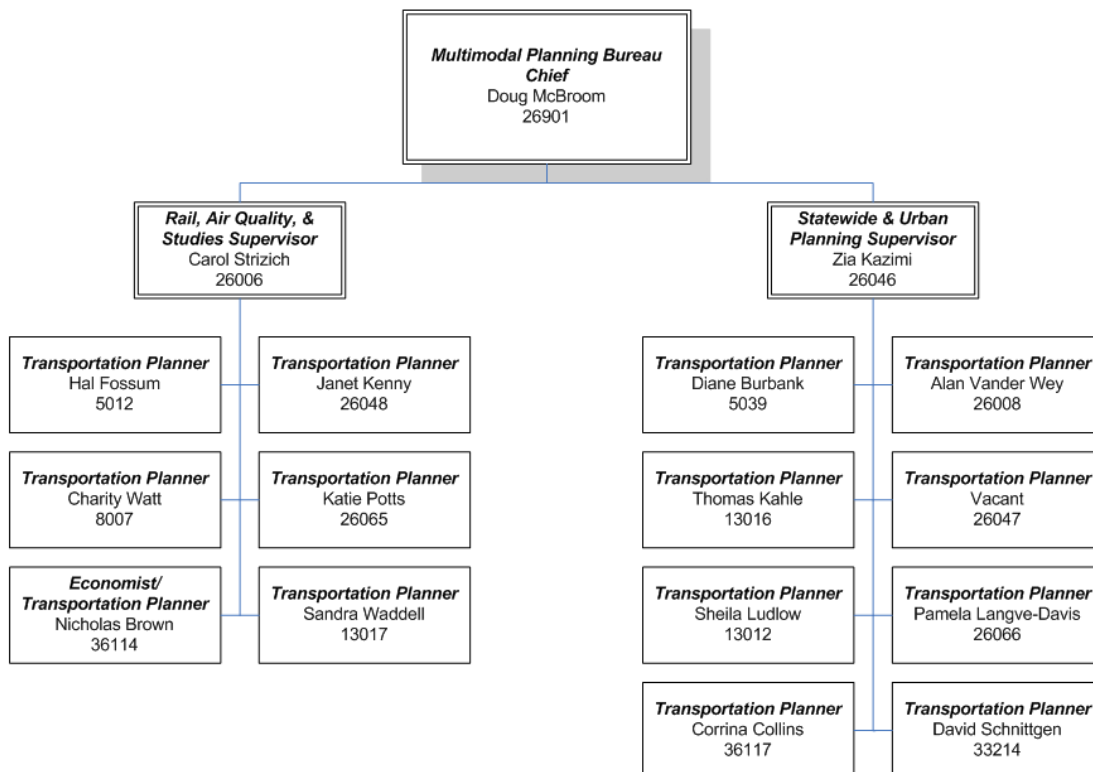
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within the state and out of state travel by airline for national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person and over the phone

#### MENTAL

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Complex mathematics including statistical analysis
- Comparing data
- Compiling, Analyzing, and Synthesizing information,
- Interpreting and analyzing complex laws and regulations and evaluating how to integrate the requirements into the Department's programs and processes.
- Coordinating, Negotiating, Instructing
- Decision Making that affects public health and safety

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.



---

### SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

---

#### Critical knowledge and skills required for this position:

#### KNOWLEDGE:

The position requires knowledge of the theories, principles, methods, and techniques of transportation planning, associated mathematical and statistical analysis, and computer and physical sciences. This position requires knowledge of research methods, project management and data management techniques.

**SKILLS:**

The position requires skills in project/program management, understanding of specialized research methods and analytical processes; developing and administering a variety of projects and functions; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication, facilitation, and negotiation with diverse audiences; establishing and maintaining effective working relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives; synthesizing complex information in the development and application of professional theories and innovative solutions, and developing and administering specialized programs.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

Preferred is a four year degree, Computer Information Systems, Planning or Statistics.

Acceptable: BA/BS in the following areas: Engineering Geology, Geography, Computer Science, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Social or Physical Science, Land Use Planning, or Resource Management.

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                                  | <input type="checkbox"/> 4 years         |
| <input type="checkbox"/> 2 years                                 | <input type="checkbox"/> 5 or more years |

**Other specific experience (optional):**

Preferred is one (1) year of work-related experience.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:**

Other combinations of education and related experience may be considered.

---

***SECTION IV – Other Important Job Information***

---

☐ Fingerprint check

☒ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

---

**Employee:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_